



**BOARD OF GOVERNORS
CURRICULUM & QUALITY COMMITTEE**

MINUTES OF A MEETING OF THE CURRICULUM & QUALITY COMMITTEE

HELD AT THE LANGLEY CENTRE,

ON WEDNESDAY, 20 APRIL 2016

		<u>Meetings Attendance</u>
PRESENT:	Mike Cheale (Chair)	(4 out of 4)
	Kate Webb (from 6.50pm) (Principal)	(4 out of 4)
	Ella Wheeler (Vice Chair)	(4 out of 4)
	Tina Coates	(3 out of 4)
	David Knowles-Leak (from 6.15pm)	(1 out of 4)
	Anthony Haines (Co-opted Member)	
IN ATTENDANCE:	Clive Hodge (Director of Commercial Curriculum)	
	Richard Kirkham (Director of Curriculum)	
	Donna Townsend (Director of Curriculum)	
	Virginia Barrett (Deputy Principal, Curriculum & Quality)	
	George Gomes (Head of Teaching & Learning – item 4 only)	
CLERK:	Lynn Payne	(4 out of 4)

PART I

<u>MINUTE No</u>		<u>ACTION</u>
	The meeting started at 6.00 pm.	
1	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Arden Bhattacharya, Sa'ad Medhat, Angela Wellings and Student Governor Abdullah Alwahaibi	
2	<u>DECLARATIONS OF INTEREST</u> No member declared any conflict of interest with the agenda.	
3	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 3 FEBRUARY 2016</u> The minutes of the 3 February, having been previously circulated to members, were agreed as a true record and signed by the Chair. All Members were agreed.	
4	<u>MATTERS ARISING</u> It was noted that all matters arising had been actioned or would be considered on future agendas.	

MINUTE
No

ACTION

The Chair said he would take the Report and Presentation on Grade Tracker first. This was presented by George Gomes.

5

RISK MANAGEMENT

The Chair said he would take this item later in the agenda as it would be presented by the Principal who would be joining the meeting later on.

Item taken at 6.50pm but reported here in sequence.

This item was presented by the Principal. Members were asked to consider the Risk Register, in particular the High Risks Register, and comment. Members noted that, whilst there continued to be significant challenge with regards to maths and English attendance, it was currently anticipated that the number of students not meeting the 'condition of funding' for maths and English was currently anticipated to be within 1% of overall 16-18 student numbers. The Principal also said the risk regarding failure to improve student success rates showed that FE and Apprentice success rates could improve in the current year, compared to last year, but may be lower than the original targets for the current year.

Members noted the report.

6

MONITORING 2015 PERFORMANCE TARGETS

a) **HIGH EXPECTATIONS AND HIGH STANDARDS: STUDENT PERFORMANCE REPORT INCORPORATING A LEVEL IMPROVEMENT ACTION PLAN**

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to scrutinise and challenge the analysis of student performance to date for 2015-16 and seek clarification as necessary. The Deputy Principal highlighted the key risks in student performance.

The Deputy Principal said predicted and mock results had enabled the College to test the temperature of current performance, and action plans to improve as students complete their programmes over the course of the year. She said that as a result, predicted results were, in the main, at or above national averages. She confirmed that February's mock results for GCSE maths and English were adrift of national averages, which was to be expected as students were four months away from their exams and learning accordingly. The Deputy Principal went through the comprehensive report on the MOT Data Dashboard for predicted and mock results, providing a clear mid-year progress against 2015-16 improvement actions.

There was a lengthy and comprehensive discussion on the Data Dashboard with questions relating to action and intervention methods that might be taken when mid-year and later predictions are available and risk areas are identified.

The Deputy Principal spoke about the support that might be identified in cases like this and that would be implemented. Members felt the Data Dashboard was extremely useful and a very worthwhile and helpful mid-year snapshot.

The report was noted.

b) **ENROLMENT, FUNDING AND GROWTH 2015/16**

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the analysis of enrolment figures to date for 2015-16. The Deputy Principal said the FE 16-18 learner headcount was 2,225 at the time of reporting, which was a figure 274 below that needed in December to meet the financial forecast. 19+ Classroom & Workplace Learning enrolments stood at 3,504. 24+ Loans applications had been good, 161, although not as strong as the same time last year. 16-18 Apprenticeship numbers were 253, with more learners to upload onto the system. 19+ Apprenticeship enrolments

MINUTE
No

ACTION

currently being uploaded on the system stood at 297. The Deputy Principal went through each area, highlighting the reason for the current positive or negative outcome. These were discussed.

There was a discussion on how late enrollers are included in the information and what methods are used to increase enrolment and costs incurred to support those who enrol late in the course.

The report was noted.

c) UPDATE ON UNDERPERFORMING COURSES 2014/15

This item was presented by the Deputy Principal, Curriculum & Quality. Members had received a report on underperforming courses 2014-15. The Deputy Principal said that for the last academic year Managers and Governors continued to closely monitor courses that fell below the College's minimum bar and national averages. She said at the start of the year there were 88 courses identified as having underperformed in the academic year 2014-15. She confirmed that, at the time of reporting, 62% of courses were on track to improve above College expectation and national averages. It was noted 16% of courses had predicted results which fell below the minimum bar and national averages and 11% fell below the bar of underperforming courses in ESOL.

Members noted the report.

[6.50pm – the Principal joined the meeting]

The Chair took item 5 on Risk Management next, although this is reported sequentially in these minutes.

7 MONITORING OF THE MANAGEMENT OF LEARNERS' LIFE CYCLE/JOURNEY 2015/6

a) MINUTES OF THE LEARNER VOICE COMMITTEE MEETING OF 6 APRIL 2016

Members had received the minutes of the meeting of 6 April 2016.

The minutes were noted.

8 EQUALITY & DIVERSITY

a) MINUTES OF DIVERSITY & EQUALITY STEERING GROUP MEETING OF 8 MARCH 2016

Members had received the minutes of the meeting of 8 March 2016.

The minutes were noted.

9 SAFEGUARDING & PROMOTING WELFARE FOR CHILDREN & VULNERABLE ADULTS POLICY

Members were asked to consider the Safeguarding & Promoting Welfare for Children & Vulnerable Adults Policy and make recommendations to the Board.

Members unanimously agreed to recommend the Policy to the Board for approval.

Refer to Corporation

10 OFSTED UPDATE

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the annual Ofsted briefing, which included insights into short inspections of Colleges that remained Good. The Deputy Principal went through the report, **which was noted.**

MINUTE
No

ACTION

11

EVALUATION OF MEETING

Members were pleased to complete an evaluation of the meeting.

12

DATES AND TIMES OF FUTURE MEETINGS

Scheduled for 6.00 pm on Wednesday, 2 November 2016
 Wednesday, 1 February 2017
 Wednesday, 19 April 2017

13

ANY URGENT BUSINESS

Members agreed the degree to which the Committee had contributed to the Performance Indicators of the Board.

Members asked if it was possible to have tabs on the PDF of papers to take them straight to specific items on the agenda.

The meeting ended at 7.10pm.

**Recommend
to Board**

**EA to
Principal**

Chair

Date